

CALIFORNIA'S ACCESS TO VISITATION GRANT
PROGRAM FOR ENHANCING RESPONSIBILITY
AND OPPORTUNITY FOR
NONRESIDENTIAL PARENTS

**REQUEST FOR PROPOSALS
and GRANT APPLICATION**

*Personal Responsibility and Work Opportunity
Reconciliation Act of 1996*

(Pub. L. 104-193)

*Title III, Subtitle I, Section 469B
of the Social Security Act*

RFP CFCC—Fiscal Year 2010–2011



ADMINISTRATIVE OFFICE
OF THE COURTS

CENTER FOR FAMILIES, CHILDREN
& THE COURTS

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REQUEST FOR PROPOSALS (RFP) & GRANT APPLICATION

FISCAL YEAR 2010–2011

Application Checklist

1. Grant Application Cover Page ☐
2. Grant Application Program Summary (not to exceed two pages) ☐
3. Grant Proposal Narrative (not to exceed 18 pages) ☐
4. Parent Education and/or Group Counseling Form ☐
5. Budget Instructions and Budget Forms ☐
6. Federal Certification and Assurances Forms ☐
7. Compliance Statement Regarding Uniform Standards of Practice ☐
8. Letter of No Supplantation ☐
9. Reporting Commitment Form ☐
10. Agreement to Not Collect Program Income ☐
11. Proof of Subcontractor Nonprofit Status ☐
12. Subcontractor Agency Policies and Procedures and Forms ☐

**Letter of Intent should be e-mailed by 5 p.m., Friday, October 23, 2009, to
shelly.labotte@jud.ca.gov**

**Completed applications and hard copies must be received in the AOC office by
5 p.m., Tuesday, November 17, 2009**

An original plus five copies of the signed application should be mailed to
Shelly La Botte, J.D.

Judicial Council of California, Administrative Office of the Courts
Center for Families, Children & the Courts

Attn: Shelly La Botte, Access to Visitation Grant Program Manager
455 Golden Gate Avenue, Sixth Floor
San Francisco, California 94102-3688

This application and all forms are available at
www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm

Register for the Applicants' Teleconference Workshop at
http://www.surveymonkey.com/s.aspx?sm=GwGnDysaJ_2bcC_2bZzd7evowA_3d_3d

1.0 GENERAL INFORMATION

1.1 Introduction

The Judicial Council of California, Administrative Office of the Courts (AOC), Center for Families, Children & the Courts (CFCC) is charged with administering and distributing the federal Child Access and Visitation Grant Program funds from the U.S. Department of Health and Human Services, Administration of Children and Families, Office of Child Support Enforcement.¹ These grants, established under section 391 of the Personal Responsibility and Work Opportunity Reconciliation Act (“welfare reform”) of 1996 (Pub. L. 104-193, 110 Stat. 2258)—also known as title III, subtitle I (Enhancing Responsibility and Opportunity for Nonresidential Parents), section 469B of the Social Security Act—enable states to establish and administer programs that support and facilitate noncustodial parents’ access to and visitation of their children.² The Child Access and Visitation Grant Program is a formula grant and funding allocations to the states are based on the number of single-parent households.

1.2 Judicial Council and the Center for Families, Children & the Courts

The Judicial Council of California, chaired by the Chief Justice of California, is the policymaking body for the California court system. The Administrative Office of the Courts (AOC), the staff agency for the council, assists both the council and its chair in performing their duties. The Center for Families, Children & the Courts (CFCC), a division of the AOC, is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. The Administrative Office of the Courts’ CFCC staff has the primary responsibility for administering the grant program.

1.3 Program Goals

The Congressional goal of the Child Access and Visitation Grant Program is to “remove barriers and increase opportunities for biological parents who are not living in the same household as their children to become involved in their children lives.”³ Consistent with the federal goal, the purpose of California’s Access to Visitation Grant Program is to promote and encourage healthy relationships between noncustodial parents and their children while ensuring the children’s health, safety, and welfare.

The Child Access and Visitation Grant Program is a grant for services and services must be designed to increase and support noncustodial parents’ access to and visitation with their children (i.e., funding is meant to provide access to the biological parent that does not have access to their child). All other goals of the grant must be subordinate or secondary benefits to the goal of the grant program.

1.4 Availability of Funds

The Judicial Council of California, Administrative Office of the Courts, Center for Families, Children & the Courts, announces the availability of funding for the Access to

¹ Fam. Code, § 3204(a).

² 42 U.S.C. § 669b.

³ *Ibid.*

Visitation Grant Program for fiscal year 2010–2011. Subject to the availability of federal funding of approximately \$780,000 will be awarded to the superior courts statewide.

1.5 Grant Applicant Eligibility

Family courts throughout California are eligible to apply for and receive the Access to Visitation Grant funds, which are 100 percent federal funds. The family law divisions of the superior courts are required to administer the programs. Program administrators should collaborate with other county courts, with one court acting as a lead agency or an administering court. Contract agreements will be made only with the designated administering court. Any other agencies desiring to participate must do so as part of that court's Access to Visitation Grant application.

The Administrative Office of the Courts, Center for Families, Children & the Courts will not accept applications to fund any program that is not operational (i.e., the court/subcontractor program must be ready to serve parents beginning day-one of the funding grant period).

1.6 Grant Award Period

The grant funding period will be for one year. The grant funding cycle will begin on April 1, 2010, and end on March 31, 2011. Grant award funding for fiscal year 2010–2011 is restricted to a single year of funding because California's Access to Visitation Grant Program is currently undertaking an examination of the grant-related services and court and client needs with the overarching goal and intent of: (1) developing a road map for more comprehensive service delivery, (2) clarifying future goals and directions of the grant program, and (3) creating both long- and short-term strategies for addressing ongoing challenges. The Center for Families, Children & the Courts anticipates that the Access to Visitation Grant Program priorities and focus service areas will change upon completion of the strategic planning process, which is anticipated to be completed in fiscal year 2010. Courts should be aware that as a result of the strategic planning process eligibility criteria may change for fiscal year 2011-2012 which could impact the court's eligibility for continued funding.

1.7 Grant Funding Amounts

The funding allocation for fiscal year 2010–2011 is based on county population size. Subject to the availability of funding, the following are the maximum grant amounts for which courts can apply:

- \$45,000 for counties or collaboratives in which the population is less than 250,000;
- \$60,000 for counties or collaboratives in which the population is more than 250,000 but less than 1 million; and
- \$100,000 for counties or collaboratives in which the population is more than 1 million.

Any court or subcontractor that did not spend all of their Access to Visitation Grant Program funding **will receive a reduction in grant award funding** for fiscal year 2010–2011 that is equal to the amount of unspent funds.

1.8 Grant Topic Areas

Family Code section 3204(b) (1) provides that the grant funds shall be used to fund the following three types of programs: supervised visitation and exchange services; parent education; and group counseling services.

For purposes of California's Access to Visitation Grant Program, "supervised visitation" is defined as "visitation between the noncustodial party and one or more children in the presence of a **neutral** third person." "Supervised exchange service" is defined as "the supervision of the transfer of the child from one parent to another for the purpose of visitation." Court and subcontractors should note that supervised visitation under this grant program is viewed as a visitation enforcement option for noncustodial parents.

"Parent education" is defined as "an educational workshop, class, or seminar that provides noncustodial parents with information on a range of issues, such as: (a) the effects of separation and divorce on children and families; (b) impact of parental conflict on children; (c) conflict resolution issues; (d) how to put a parenting agreement into effect; (e) custody and visitation compliance; and (f) court procedures for filing a motion for visitation. Parenting classes regarding discipline, child development, basic parenting skills, and basic child-care **should not be included** in the Access to Visitation parent education services.

"Group Counseling" services under the grant may include, but is not limited to professional advice or guidance provided to noncustodial parents by a licensed or certified mental health professional. This grant-related service is intended to help parents work through their interpersonal conflict by focusing on the best interests of the child.

Group Counseling **cannot focus on** issues, such as alcohol/drug addiction, drug testing, domestic violence/batterer's intervention or anger management issues, job/employment services, psychological/mental health evaluations, or issues generally addressed in child welfare case plans. If counseling services are provided to children, you must be able to demonstrate how this counseling **increases** the access between the child and the noncustodial parent. Counseling **should not** focus on general issues, such as sexual abuse of children; reasons why children might have been removed from their parents' custody, etc. It must focus on access and visitation-related issues.

1.9 Eligible Grant Recipient of Services

The recipients of the proposed services should be low-income separated, separating, divorced, or unmarried parents and their children who are involved in custody and visitation proceedings under the Family Code. Grant funds can only be used to serve noncustodial parents (i.e., noncustodial fathers and/or noncustodial mothers).⁴

Additionally, funds for this grant may not be used to provide services in dependency cases

⁴ Supervised visitation and exchange services are for noncustodial parents (not custodial parents, grandparents, distant relatives, etc.). According to the federal goal of the grant program, the Child Access and Visitation Grant Program is intended to increase opportunities for *biological parents who are not living in the same household as their children* to become involved in their children lives. The child being in the temporary custody of the grandparent does not mean that the grandparent is the parent—they are seen as temporary custodians. The child still has noncustodial (NCP) parents and the grant is intended to provide services for the NCP and not the grandparent.

or as part of any dependency proceedings, or for Tribes or Tribal Courts, or to provide off-site supervised visitation services.

1.10 Reimbursement-based Funding

Grant funds will be disbursed on a monthly basis and only on receipt of compliance with state and federal grant reporting requirements and financial reports with necessary invoices. Only approved allowable expenses incurred during the contractual funding grant period will be considered reimbursable.

1.11 Midyear Reallocation

A midyear reallocation will be conducted during the fiscal year and funds may be redistributed among other grantees to ensure that all available funds are used.

1.12 Timeline

The following is a tentative timeline of activities related to this grant application.

Dates	Grant Activities
October 8, 2009	Release of RFP and grant application
October 16 and 23, 2009	Applicant's Teleconference Workshop: Oct. 16, 2009 from 2-4 p.m. Call in numbers: 1-866-223-4039 (from outside San Francisco) or 415-355-5489 (from San Francisco) Oct. 23, 2009 from 9-11 a.m. Call-in numbers: 1-800-644-1484 (from outside San Francisco) or 415-396-9613 (from San Francisco)
October 23, 2009	Letter of Intent due by 5 p.m.
November 17, 2009	Proposals/grant applications due by 5 p.m.
December 9 or 10, 2009	Selection Review Committee meeting to review and evaluate the grant proposals and make recommendation to the Family and Juvenile Law Advisory Committee
December 2009	Meeting with the Family and Juvenile Law Advisory Committee regarding grant award recommendations for the Judicial Council's Executive and Planning Committee
January 2010	Final report pertaining to grant award recommendations due to the council's Executive and Planning Committee
February/March 2010	Executive and Planning Committee meeting to review and propose funding recommendations to the Judicial Council
February/March 2010	Judicial Council meeting to approve the final funding decision regarding the number and amounts of grant awards
March 2010	Notification of grant awards
April 1, 2010	Grant period begins

2.0 GRANT TERMS AND CONDITIONS

2.1 Grant Compliance Requirements

Applicants awarded grant funding must meet all federal and state grant requirements and adhere to the terms and conditions of the standard contract agreement to receive Access to Visitation Grant funds. **The Judicial Council will not award grant funding to programs that do not meet grant compliance requirements.**

2.2 Eligible Providers

For the purpose of receiving grant funding, “eligible providers” are:

- (a) Providers of **supervised visitation and exchange** services are local public agencies or nonprofit entities that satisfy the Uniform Standards of Practice for Providers of Supervised Visitation.
- (b) Providers of **group counseling** are professionals licensed to practice psychotherapy in this state—including, but not limited to, licensed psychiatrists, licensed psychologists, licensed clinical social workers, and licensed marriage and family therapists—or mental health interns working under the direct supervision of professionals licensed to practice psychotherapy.
- (c) Providers of **education** are professionals with a bachelor’s or master’s degree in human behavior, child development, psychology, counseling, family-life education, or a related field—and with specific training in subjects related to child and family development, substance abuse, child abuse and neglect, child sexual abuse, domestic violence, effective parenting, and the impact of divorce and interparental conflict on children—or interns working under the direct supervision of such professionals.

2.3 Program Income

Under the federal regulations, “No State is required to charge fees in the administration of the Access to Visitation Grant Program.” However for any State that elects to do so, “fees must be reported as program income in accordance with the “deduction” methodology and the requirements found in the federal regulations at **45 CFR 92.25(g)(1)**” (*see* <http://edocket.access.gpo.gov/cfr_2004/octqtr/pdf/45cfr92.25.pdf>).

To ensure the state of California does not receive any deduction of federal funding, **the Administrative Office of the Courts’ Center for Families, Children & the Courts implemented the policy for the Access to Visitation Grant Program that effective fiscal year 2009, no program income can be collected (e.g., clients cannot be charged any fees) and court and subcontractor grant recipient programs cannot receive any program income (e.g., fees) related to the administration and operation of their grant program.** Courts awarded grant funding must certify that they will comply with the requirement to not collect program income as set forth under the federal statute (Appendix).

2.4 Reporting Requirements

The court and subcontractor must provide **quarterly** statistical data collection reports and **bi-annual** progress summary reports to the AOC program manager. The AOC will provide guidelines and requirements for these reports. Reporting information must be submitted to the AOC on a timely basis. Failure to provide these reports will be considered a default. If this default is not corrected, the state shall have the right to terminate the contract and distribute the funds to other courts.

2.5 Standards of Practice for Providers of Supervised Visitation

All supervised visitation and exchange programs funded under this grant program must comply with all requirements of the Uniform Standards of Practice for Providers of Supervised Visitation as set forth in Standard 5.20 of the California Standards of Judicial Administration.⁵ These standards can be downloaded at:

http://www.courtinfo.ca.gov/rules/index.cfm?title=standards&linkid=standard5_20.

2.6 Annual Program Administrators Meeting

As a condition of funding, applicants are required to add in their budget expenses for travel and attendance of two individuals (i.e., FCS applicant court grant administrator and subcontractor grant program administrator) for the annual State Access to Visitation Program Administrators Meeting. Additionally, any court/subcontractor that has not received Access to Visitation funding since fiscal year 2003–2004, **must set aside grant funds** in their budget to attend a Access to Visitation Grant Program Data Collection Training.

2.7 Supportive/Facilitated Supervised Visitation Services

Subcontractors (i.e., supervised visitation provider staff) that provide supportive/facilitated visitation (FSV)⁶ must meet the following minimum qualifications: (1) completion of a master's degree in human behavior, child development, psychology, counseling, family-life education, or a related field with specific training in subjects related to child and family development, substance abuse, mental health, child abuse and neglect, child sexual abuse, domestic violence, effective parenting, and the impact of divorce and interparental conflict on children; **and** (2) five years of providing direct professional supervised visitation **plus** three years of direct clinical supervision or professional consultation involving custody and visitation issues. Any exception to the above qualifications will require prior approval by the AOC Access to Visitation program manager.

⁵ Family Code § 3202(a).

⁶ Given the varied and complex dynamics in the context of supervised visitation, a more educational, skills-based intervention approach to serving noncustodial parents is often helpful in strengthening the parent-child relationship. The expansive role of providers under the FSV model often allows for coaching, modeling, and reinforcement of parenting and communication skill techniques and strategies. The model also provides more hands-on guidance and instruction including direct support feedback to assist noncustodial parents during visitation with their children. For purpose of the grant program, FSV is defined according to the California Access to Visitation Grant Program Data Collection and Reporting System.

2.8 Additional Requirements

1. Grant recipients must comply with all fiscal and administrative requirements. In addition, courts and subcontractors must comply with the terms and conditions set forth by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement.
2. Each applicant court and each subcontractor agency must complete the federal certification and assurances forms.
3. Applicants must submit a letter certifying that no supplantation of nonfederal, state, or county funds will take place if grant funds are awarded. Grant funds may not be used to supplant the existing salary base for *any* current staff within your court system (including from the trial court budget, the AOC, judges, clerical support staff, or other funders) for an ongoing position or program.
4. Grant recipients must comply with section 508 of Public Law 103-333, which requires most documents describing programs and projects funded in whole or in part with federal funds to indicate the extent to which the program or project is funded by federal funds.
5. Funds awarded for these grants cannot be used for construction or for purchase of land. Applicants should read the certification and assurances forms required to be submitted with the application to understand the applicable legal and administrative requirements.
6. All recipients of federal grants are required to comply with the nondiscrimination requirements contained in federal laws. Applicants should read the assurance forms required to be submitted with the application to understand the applicable legal and administrative requirements.

3.0 APPLICATION INSTRUCTIONS

3.1 How to Apply

Applicants should carefully read all instructions and complete the process described in the grant application. Applicants should include all of the required information listed in the RFP, including attachments.

3.2 Application Format

Applications must follow the specified format:

1. Use 8½ x 11 inch paper;
2. Margins must be at least 1 inch, and the font size must be 12 point (Times New Roman);
3. A table of contents must be included and identify all major sections of the proposal by page number. Pages must be consecutively numbered, including all attachments;
4. The application may be stapled;
5. The application may not be printed in color, be spiral or tape-bound, or be in a binder, and must have no tabs;

6. Do not exceed more than two pages for the grant application program summary; and
7. Do not exceed more than 18 pages for the proposal narrative section (this does not include budget forms).

3.3 Application Components

All applications must include the following (in the following order):

1. Grant Application Cover Page
2. Grant Application Program Summary
3. Grant Proposal Narrative
4. Parent Education and/or Group Counseling Forms
5. Budget Instructions and Budget Forms
6. Compliance Statement Regarding Uniform Standards of Practice
7. Certification and Assurances Forms
8. Letter of No Supplantation
9. Reporting Commitment Form
10. Agreement to Not Collection Program Income
11. Proof of Subcontractor Nonprofit Status
12. Subcontractor Agency Policies and Procedures and Forms

Electronic copies of this RFP and application forms are available at the State of California Serranus Web site (this site serves California judges and judicial branch employees only) at <http://serranus.courtinfo.ca.gov/programs/grants/current.htm> and posted on the CFCC Web site at www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v/rfpinfo.htm.

3.4 Instructions for Submission of Proposals

Proposals will not be accepted by fax or e-mail. Each applicant must:

Mail one original and five photocopies of a complete proposal/grant application to the following:

Judicial Council of California
Administrative Office of the Courts
Center for Families, Children & the Courts
Attn: Shelly La Botte, Access to Visitation Grant Program Manager
455 Golden Gate Avenue, Sixth Floor
San Francisco, California 94102-3688

3.5 Applicants' Teleconference Workshop

The Judicial Council will provide two applicants' teleconference workshops for superior courts intending to apply for grant funding. The purpose of the workshop is to explain the application process to prospective applicants and answer questions. The teleconference is scheduled for **Friday, October 16, 2009, from 2:00 p.m. to 4:00 p.m., and Friday, October 23, 2009, from 9:00 a.m. to 11:00 a.m.** Participants should dial the following call in numbers below.

- **Friday, October 16, 2009:** 1-866-223-4039 (from outside San Francisco) and 415-355-5489 (from San Francisco); and **Friday, October 23, 2009:** 1-800-644-1484 (from outside San Francisco) and 415-396-9613 (from San Francisco).

Participants should also register for the workshop at:

http://www.surveymonkey.com/s.aspx?sm=GwGnDysaJ_2bcC_2bZzd7evowA_3d_3d

Questions from the applicants' workshop will be available at

www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm

3.6 Letters of Intent Due Date

Letters of Intent to apply for fiscal year 2010–2011 funding will not be binding to the court. The Letter of Intent should be e-mailed to shelly.labotte@jud.ca.gov by 5 p.m., no later than October 23, 2009.

3.7 Grant Application Due Date

All applications (hard copies) must be received at the AOC office by 5 p.m., no later than Tuesday, November 17, 2009. Please ensure that any overnight methods employed will allow ample time to get the proposal to the AOC office by the application due date. **Applications arriving after the due date will be considered late and subject to a deduction of points.**

3.8 Additional Information

Questions regarding the application process or the grant application must be submitted by e-mail to: Shelly La Botte, Access to Visitation Grant Program Manager, at shelly.labotte@jud.ca.gov.

4.0 EVALUATION AND SELECTION PROCESS

4.1 Review Process

The grant funds will be awarded with the intent to approve as many requests as possible while assuring that each proposal would provide beneficial services and satisfy the overall goals of the program.⁷ Special consideration will be given to proposals that coordinate supervised visitation and exchange services, parent education, and group counseling with existing court-based (and community) program and services.⁸

4.2 Selection Process and Criteria

To ensure a fair and unbiased selection process, the council's Family and Juvenile Law Advisory Committee approved the establishment of a Selection Review Committee (SRC). The SRC will evaluate and score the proposals; generate an average score, rank, and recommendation for each proposal; and submit its funding recommendations to the Family and Juvenile Law Advisory Committee for review and approval. The recommendations from the Family and Juvenile Law Advisory Committee will then be presented to the Judicial Council's Executive and Planning Committee. The Executive and Planning Committee will review the recommendations and propose final funding recommendations to the Judicial Council.

⁷ Fam. Code, § 3204(b)(2).

⁸ Fam. Code, § 3204(b)(3).

The Judicial Council makes the final decision regarding the amounts and numbers of grant awards.

Applicants will be scored on a scale of 0–160 points. Proposals will be evaluated and scored on the basis of the following criteria:

1. Grant application program summary (15 points)
2. Proposal narrative (*total of 140 points*)
 - Program service delivery (65 points)
 - Program implementation (40 points)
 - Sustainability planning (15 points)
 - Cultural competency (10 points)
 - Budget (10 points)
3. Possible bonus points (5 points)

BONUS POINTS: An applicant will be eligible to receive an additional 5 points if it is a multicourt collaboration.

DEDUCTION OF POINTS: An application will receive a **deduction of 10 points** if the application is late. An application will also receive a **deduction of 10 points** if the application is deemed incomplete (i.e., proposals that have missing required materials, proposals submitted outside of the required process, materials are not in the correct order or sequence, proposals contain information not requested, or proposal materials submitted by fax or e-mail).

The SRC will score each proposal based on its overall quality and its responsiveness to each question. The **committee will also consider** the following values and principles in scoring each proposal: evidence of strong court and community support and collaboration; innovative service delivery; efficiency of use of funds (that is, funds are being spent on direct services versus administrative costs); and overall cost-effectiveness.

While no points will be awarded for these factors, grant funding decisions will seek to ensure:

- Diversity of geography, population, and court size; and
- Selection of applicants' with a history of sound fiscal management and program administration.

4.3 Role of Staff

The Administrative Office of the Courts' Center for Families, Children & the Courts staff will prepare a written report to the council's Family and Juvenile Law Advisory Committee and the Executive and Planning Committee regarding the proposed funding recommendations. In addition, the Access to Visitation Grant Program staff will conduct an initial review of applications and prepare a staff analysis report for the Selection Review Committee that will focus on the following criteria:

- Compliance with grant proposal guidelines;
- Evidence that the proposal is within the scope of the grant and whether the program appears operational;

- Whether prior grantee has complied with state and federal grant reporting requirements;
- Whether prior grantee have participated in AOC sponsored events and other technical assistance as required as a condition of funding;
- Whether funding spent in timely manner and within grant guidelines; and
- Reasonableness of proposed budget.

5.0 BUDGET INFORMATION

Court and subcontractor budget forms are attached with this application. The budget information **does not** count towards the 18-page proposal limitation. Each court and any of its subcontractors must submit a program budget (including a justification narrative). Please review the budget instructions to determine appropriate budget item expenditures and reimbursable costs. **The budget instructions, required budget forms, and a sample budget and narrative are available at:**

www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm. The court must have a written agreement with the subcontractor and a copy of this agreement must be submitted to the AOC grant accountant at the time invoices are submitted for reimbursement.

5.1 Match Requirement

All programs will be required to provide 20 percent (nonfederal) matching funds.

5.2 Allowable and Unallowable Expenses

Each court and its subcontractor should review the federal Office of Management Budget (OMB) Circulars A-87, “Cost Principles for State, Local, and Indian Tribal Governments at <http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>” and Circulars A-122, “Cost Principles for Non-Profit Organizations” at <http://www.whitehouse.gov/omb/circulars/a122/a122.html> to determine allowable and unallowable costs. Additionally, the following below are a reminder that the Access to Visitation Grant will not reimburse for:

1. Intake services;
2. Food and/or drink of any kind;
3. Non-AOC sponsored trainings and conferences;
4. Mortgage payment as a room rental expense;
5. Membership dues;
6. Costs for fundraising; and
7. Entertainment costs.

5.3 Indirect Costs/Overhead Costs

Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. Like overhead expenses, these expenses are prorated to the grant program based on benefit received from their incurrence. The costs of operating and maintain facilities, accounting services, and administrative salaries are examples of indirect costs.

Only courts that budget for personnel expenses are allowed to claim indirect costs under this grant program. Subcontractors and contractors are not allowed to charge indirect costs. Any indirect costs claimed must be allocated in the court budget. The indirect cost rate is limited to 10% of court employee salaries only, excluding benefits and overtime. The court must not calculate indirect costs based on the subcontractor's personnel expenses or contractual expenses. Courts are reminded to review the *Trial Court Financial Policies and Procedures Manual*, FIN 16.02 for additional guidance.

6.0 DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become the property of the Judicial Council, and any information therein may be utilized by the council and returned only at the option of the council. All proposals received may become part of the public record and may be made available to other programs and to interested parties and organizations.

APPENDIX A

Grant Application Program Summary

Description of Access to Visitation Grant Program (15 points)

The grant application program summary **should not** exceed two pages. The summary description should follow the required application format (see section 3.2(1) and (2)).

Please complete the following:

1. Provide a clear, concise brief summary description of the court/subcontractor Access to Visitation Grant Program;
2. Describe model of service delivery (e.g., single-court, multi-court, faith-based, domestic violence agency, CASA, etc.);
3. State grant-related services to be provided;
4. State geographical service areas;
5. State program goals and objectives;
6. Provide anticipated number of families to be served for each grant-related service;
7. Provide anticipated number of hours of service for each grant-related service;
8. Provide subcontractor agency mission statement and a brief organizational background description of the agency;
9. State how long the subcontractor agency has been in operation (this does not mean providing Access to Visitation services);
10. State current organizational annual budget for subcontractor agency; and
11. Provide dates (i.e., fiscal year) regarding subcontractor agency last organizational strategic planning effort and/or assessment of client services.

APPENDIX B

Grant Application Proposal Narrative

The grant application proposal narrative **should not exceed 18 pages** (i.e., sections A-D below). The budget information (and forms) does not count toward the page limitation. The total points for this section of the application are 140 points.

A. Program Service Delivery (65 points)

1. Describe in detail your court-community Access to Visitation Grant Program. Include how your court-community intends to benefit from the grant-related services. **(15 points)**
2. Explain how the subcontractor agency mission, programs and services relate to the goals of the Access to Visitation Grant Program. **(5 points)**
3. Explain in detail how you're Access to Visitation program promotes and encourages noncustodial parents' access to and visitation with their children. **(10 points)**

For supervised visitation and exchange services, please explain and/or describe the following:

4. Describe your referral, intake, and screening process. Attach a copy of your intake form. **(6 points)**
5. Describe in detail how you ensure safety for parents and children. Attach a copy of your safety and security policies/protocol. **(5 points)**
6. Describe how you ensure that providers meet the qualifications and training requirements outlined in Standard 5.20. **(4 points)**
7. Explain how you developed your written protocol with law enforcement that addresses assistance from the local police or sheriff's department in cases of emergency. Attach a copy of your policy/protocol. **(3 points)**
8. Explain your procedure in the event a child is abducted during visitation. Attach a copy of your policy/protocol. **(3 points)**
9. Describe how you ensure confidentiality of services, especially in cases of domestic violence. Attach a copy of your policy/protocol. **(3 points)**
10. Explain how you address issues of conflict of interest. Attach a copy of your policy/protocol. **(3 points)**
11. Describe your process for submission of reports to the court. Attach a copy of your court report form. **(5 points)**
12. Describe your grievance/complaint process. Attach a copy of the policy/protocol. **(3 points)**

The required attachments and budget forms are not part of the 18-page limitation.

B. Program Implementation (40 points)

Please address the following:

1. Explain what organizations you will work with or have worked with to accomplish your program goals and objectives. This should include a description of the organizations role and responsibility and describe the collaborative activities you plan to undertake. **(3 points)**
2. Explain how you intend to measure the success of your grant program. Please provide a narrative description, as well as the types of quantitative data that would evaluate the performance of your program. **(15 points)**
3. Assume you are consulting with leaders in the court and community who what to replicate your access to visitation program and services? How would you describe the steps to be taken to replicate your program? Please include, if applicable: potential community stakeholders, any assessment to determine court and community need and capacity, possible barriers, and some potential solutions or strategies that may be considered to reach your program goal. **(18 points)**
4. Based on federal program regulations governing the access to visitation grant, states are responsible for monitoring grantees. Explain how the court *and* subcontractor intends to meet this requirement. **(4 points)**

C. Sustainability planning (15 points)

Because of severe funding limitations, it is important that the court and subcontractor have a plan for how to continue to provide the grant-related services when funding is discontinued.

1. Describe steps taken by the court and subcontractor in developing a comprehensive sustainability strategy. **(10 points)**
2. Describe in detail how you have or how you would increase the program's visibility in your community and amongst key stakeholders to support services designed for noncustodial parents. **(5 points)**

D. Cultural Competence (10 points)

Increasingly, courts and communities serve a diverse clientele—including clients who are more racially, ethnically, and culturally diverse. Awareness of and responsiveness to diversity and cultural issues is essential. Please describe court/subcontractor approaches or how you would implement cultural competency, including the measurement of cultural competence as a strategy, and steps that the grant program will take to move cultural competence into practice.

E. Budget (10 points)

Complete the court and subcontractor budget forms and budget justification narrative. A sample budget with budget narrative is included with this application

